



UM.TNC1/IRO/514/1/11(2)

6th January 2020

Ms. Sutanya Noonarin
International Affair Office
Prince of Songkla University, Trang Campus
102 Moo 6, T. Kuanpring, A. Muang
Trang Province
92000, Thailand

Dear Ms. Sutanya Noonarin,

**STUDENT CREDIT TRANSFER PROGRAMME AGREEMENT BETWEEN PRINCE OF
SONGKLA UNIVERSITY, TRANG CAMPUS AND UNIVERSITI MALAYA**

Greetings and warm wishes from the International Relations Office (IRO), Universiti Malaya.

With reference to the above, please find enclosed one (1) original copy of the Student Credit Transfer Programme Agreement between Prince of Songkla University, Trang Campus and University of Malaya for your records and safekeeping.

We hope that this will lead to active collaboration and greater cooperation between our institutions in the near future.

Thank you.

Yours sincerely,

PROFESSOR DR. YVONNE LIM AI LIAN
Director

c.c Deputy Director, International Relations Office

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**STUDENT CREDIT TRANSFER PROGRAMME AGREEMENT
BETWEEN
PRINCE OF SONGKLA UNIVERSITY, TRANG CAMPUS
AND
UNIVERSITY OF MALAYA**

The **UNIVERSITY OF MALAYA**, a university established under the laws of Malaysia and having an address at Lembah Pantai 50630 Kuala Lumpur, Malaysia (hereinafter referred to as "**UM**") of the one part represented by the Faculty of Arts and Social Sciences, University of Malaya;

AND

PRINCE OF SONGKLA UNIVERSITY, TRANG CAMPUS, a university established under the laws of Thailand and having an address as Tambon Kuanpring, Amphoe Muang, Trang 92000, Thailand (hereinafter referred to as "**PSU**") of the other part.

UM and PSU may individually be referred to as "Party" or collectively as "the Parties".

Having entered into a Student Credit Transfer Programme Agreement on 24th January 2012 which has expired, both Parties agreed to continue with the collaboration within the framework of the statutes, rules, and regulations applicable in each Party's institution on the Student Credit Transfer Programme ["hereinafter referred to as "**the Student Credit Transfer Programme**"], now wish to set the terms and conditions (hereinafter referred to as "this Agreement") governing and facilitating the Student Credit Transfer Programme as follows.

1. NUMBER OF STUDENTS

On an annual basis over the duration of this Agreement, PSU will nominate thirty (30) to fifty (50) qualified students to UM. The Parties will review the Students Credit Transfer Programme annually for any imbalances in the number of students and will adjust the number of students over the duration of this Agreement.

2. PERIOD OF ENROLMENT

The Student Credit Transfer Programme for individual students may be for a period of two (2) semesters or for a period of one (1) academic year. Any variation to these periods of enrolment may only be allowed upon mutual agreement in writing by the Parties.

3. ELIGIBILITY OF STUDENT CREDIT TRANSFER PROGRAMME APPLICANTS

It is understood the PSU will strive to designate only well-qualified students for participation in the Student Credit Transfer Programme, and that the academic background of each student and letter of recommendation will be provided by the home institution to the host institution. It is also understood that students must meet language proficiency requirements and any other academic requirements established by the host institution.

4. ACADEMIC STATUS OF THE STUDENTS

All students will remain enrolled as students of the home institution and will not be accepted for enrolment as candidates or students for any degree at the host institution. Accordingly, students are expected to maintain the equivalent of a full course load at the host institution.

Any credits towards the student's degree are to be awarded by the home institution, subject to its rules and regulations and approval by the relevant approving authority of the home institution. All students enrolled in the host institution will be subject to the same rules and regulations as local students.

5. SELECTION AND SCREENING BY THE HOST INSTITUTION OF STUDENTS NOMINATED BY THE HOME INSTITUTION

- 5.1 The home institution will nominate applicants from its institution for the Student Credit Transfer Programme.
- 5.2 The host institution reserves the right to determine the final selection and admission of each student nominated by the home institution.
- 5.3 The students must satisfy all admission requirements. Although the host institution does not request the language proficiency requirement, the home institution agrees to ensure that its nominated students attend an English proficiency development(s) held at the home institution prior to its students' departure to the host institution. The students' attendance of the course should be accompanied with a "Certificate of Participation", issued by the home institution.
- 5.4 Both institutions must advise annually the dates by which applications must be received.
- 5.5 A complete set of application papers will normally consist of:
 - 5.5.1 host institution application forms;
 - 5.5.2 official copy of applicant's academic transcript; and
 - 5.5.3 other supporting letters and academic background materials relevant to specific course selections, as requested during the application process.

6. RESPONSIBILITIES OF THE HOST INSTITUTION AFTER ADMISSION OF STUDENTS NOMINATED BY THE HOME INSTITUTION

- 6.1 The host institution will provide such student with formal letters of admission and other documents as may be required for establishing his/her student status for visa and other purposes.
- 6.2 The host institution will assign the admitted student to the appropriate school, department or division of faculty, and to appropriate academic advisers.
- 6.3 All appropriate student services and facilities of the host institution will be made available (where possible) to students.
- 6.4 After the student's completion of the period of study, the host institution will send the academic transcripts of the student's work to the appropriate officer of the home institution.

7. FEES AND BENEFITS AT HOST INSTITUTION

- 7.1 Each student will pay his or her fees for tuition, registration, admission and any other fees payable to the host institution at local rates as set out in **Appendix 1**, and will receive all benefits from the host institution that are available to students. Any additional benefits for students may be provided by mutual written agreement between the Parties. Miscellaneous fees such as key deposits, books, etc. will be paid directly by each student of the host institution.
- 7.2 Each student shall be responsible for his or her own costs and expenses at the host institution, including without limitation his or her own costs and expenses in travel, meal and accommodation. However, the host institution agrees to provide students accommodation for the period of the Student Credit Transfer Programme at local rates, as set out in **Appendix 1**. Whenever necessary, the host institution will provide a guide regarding the expenses to be encountered by the student while living in the host country.

8. INSURANCE, ENTRY AND VISA REQUIREMENTS

- 8.1 Each student should purchase his or her own health and accident insurance. Proof of adequate insurance coverage must be submitted to the administrative body of the host institution. Neither Party will assume responsibility for expenditure derived from the student's illnesses or accidents.
- 8.2 Each student shall ensure that all entry and visa requirements of the country of the host institution are complied with. Host institution agrees to provide the students with information regarding the pertinent legal provisions of the host country.

9. OTHER

- 9.1 Students will be expected to abide by the laws and customs of the host country and by the policies, rules and regulations of the host institution.
- 9.2 It is understood by both the Parties that this Agreement does not amount to twin or join program of whatsoever name called between both the Parties. Hence the name, symbols, signs, marks, emblems or whatever in connection with the identification of UM shall not be used by PSU in crediting toward the student's degree including but not limited to the student's examination transcript or certificate.
- 9.3 Student are not allowed to sit for any re-examination, including but not limited to special examination at UM, and must complete their course within the time period agreed by both the Parties in this Agreement.
- 9.4 Upon completion of the Student Credit Transfer Programme at the host institution, the students must return to their home institution.

10. EFFECTIVE DATE AND TERMINATION OF AGREEMENT

10.1 This Agreement shall be effective on and after the date of its signing by the authorized representatives of both Parties and remain in force for a period of five (5) years. Thereafter this Agreement shall be reviewed at the end of tenure, any extension and/or renewal of this Agreement shall be mutually agreed upon in writing by the Parties. Each Party will submit a brief report indicating any issues pertaining to the Student Credit Transfer Programme for improvement purposes.

10.1 Either Party may terminate this Agreement at any time by serving a written notice to the other Party at least six (6) months before the date of such termination. Notwithstanding such termination, each Party agrees to carry out any negotiations and responsibilities assumed prior to the termination date.

11. AMENDMENTS OR MODIFICATIONS

No amendments, modifications, supplements, termination or waiver of any provision of this Agreement will be effective unless made in writing and duly signed by both Parties.

12. IMPLEMENTATION

Implementation of this Agreement is subject to sufficient funding being procured as appropriate by each Party.

13. NOTICES

Every notice, request or any other communication required or permitted to be given pursuant to this Agreement shall be in writing, in English, and delivered personally or sent by registered or certified air mail or by courier or fax (which shall be acknowledged by the other Party) to the Parties at the addresses as stated below:

If to UM: Faculty of Arts and Social Sciences
University of Malaya
50603, Kuala Lumpur, Malaysia
Attention : Dean
Tel no : +603-7967 5500
Fax no : +603-7967 5707

If to PSU: Faculty of Commerce and Management
Prince of Songkla University, Trang Campus
Amphoe Muang, Trang Province 92000, Thailand
Attention : Dean
Tel no : +66 75 201 728
Fax no : +66 75 201 711

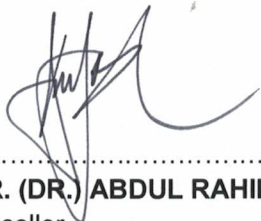
14. GOVERNING LAW

Any dispute regarding the terms of this Agreement will be construed accordingly to the Laws of the country in which the Exchange Student is attached for the Exchange Period, i.e. the Host Institution, unless otherwise agreed in writing by the Parties.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

IN WITNESS THEREOF, both Parties have caused this Agreement to be executed by their duly authorized representatives.

For and on behalf of
UNIVERSITY OF MALAYA



.....
DATUK IR. (DR.) ABDUL RAHIM HASHIM
Vice-Chancellor

1 SEP 2019

In the presence of



.....
DATUK PROF. DR. DANNY WONG TZE-KEN
Dean
Faculty of Arts and Social Sciences

For and on behalf of
PRINCE OF SONGKLA UNIVERSITY



.....
ASSOC. PROF. DR. UDOMPHON PUETPAIBOON
Vice President for Trang Campus

In the presence of



.....
DR. NIPAT POWIJIT
Dean,
Faculty of Commerce and Management

NEW FEE STRUCTURE FOR PSU STUDENTS

The new cohort in 2019-2020

Course Details

A. Faculty of Arts and Social Sciences (Semester 1)

No.	Course Code	Course Name	Total Credit	Course Fee(RM)/ Credit	Total Course Fee(RM)/ Semester
1.	SEP-FASS1010	Fundamental Malay*	3 Credits	RM200	RM600
		Everyday Malay**	2 Credits	RM200	RM400
2.	SEP-FASS1011	English for Public Speaking and Business Presentations	3 Credits	RM200	RM600
3.	SEP-FASS1012	English for Business Communication	3 Credits	RM200	RM600
4.	SEP-FASS1013	Consumer Behavior	3 Credits	RM200	RM600
5.	SEP-FASS1014	English for Sales and Marketing	3 Credits	RM200	RM600
Total Course Fee					RM3,000

* The new cohort in 2019-2020

**The new cohort in 2020-2021 academic year, 2021-2022 academic year, 2022-2023 academic year and 2023-2024 academic year.

Note

This is to say the course name, ["Fundamental Malay"] will be changed to "Everyday Malay" and will be effective for four batches of students from the cohort in 2020-2021 academic year, 2021-2022 academic year, 2022-2023 academic year and 2023-2024 academic year according to revised curriculum of Business English Program at Prince of Songkla University, Trang Campus.

B. Faculty of Arts and Social Sciences (Semester 2)

No.	Course Code	Course Name	Total Credit	Course Fee(RM)/ Credit	Total Course Fee(RM)/ Semester
1	SEP-FASS1015	Meetings and Business Negotiation Skills	3 Credits	RM200	RM600
2.	SEP-FASS1016	English for International Business and Trade	3 Credits	RM200	RM600
3.	SEP-FASS1017	International Business	3 Credits	RM200	RM600
4.	SEP-FASS1018	Production and Operation Management	3 Credits	RM200	RM600
Total Course Fee					RM2,400

Note:

Item A and B ["course details"] will be effective for the new cohort in 2019-2020 academic year, 2020-2021 academic year, 2021-2022 academic year, 2022-2023 academic year and 2023-2024 academic year.

C. Accommodation (assuming that one (1) semester is equivalent to four (4) months)

Items	Rates	Calculation	Total(RM)
Accommodation Fee (without meal)	RM525 /month	RM 525 x 1 student x 4 months x 2 semesters	RM4,200*

* subject to any change by the Student Affairs Division, UM

D. Others

Items	Rates	Calculation	Total(RM)
Processing and Administration Fee	RM630 / student	RM630 x 2 semesters	RM1,260
Total			RM 1,260

Total costs per student = Item A + B + C + D = RM 10,860.00 (USD 2,784.65)*

* The new cohort in 2019-2020

Total costs per student = Item A + B + C + D = RM 10,660.00 (USD 2,733.37)**

**The new cohort in 2020-2021 academic year, 2021-2022 academic year, 2022-2023 academic year and 2023-2024 academic year.

Noted: Visa processing fees including EMGS Student Visa Application, Visa Fee & e-VAL, Post Arrival Medical Screening, and Medical Insurance are payable online as required by the EMGS during online visa application